

FEE COLLECTOR

DEFINITION: Under general supervision, performs work of routine difficulty collecting and accounting for fees paid, disseminating information about park and recreational areas and facilities; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Collects appropriate fees at park entrance station, visitor center, campground or other visitor contact stations; ensures that required fees are collected; operates electronic cash register; performs opening and closing shift functions; issues entrance receipts; verifies entrance receipts and various passes for validity of dates; prepares shift reports to verify money collected; accounts for all machine transactions using journal and receipt tapes and register of voided transactions; safeguards funds collected.

Provides answers to visitors questions concerning specific parks area, recreational opportunities, concession-operated facilities, services and campground availability, distributes maps, brochures, and other printed materials; provides directions and routes of travel through the area; informs visitors of potential safety hazards; evaluates problems and makes decisions as to appropriate action to resolve the situation.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of general cash and financial administration principles and practices.

Knowledge and understanding of park organization and operating policies and procedures, including laws and regulations.

Knowledge of modern office procedures and practices used in cash transactions, including record keeping and data security methods and techniques.

Skill in operating electronic cash register, credit card machine, calculator and two-way radio.

Skill in accurately completing standard mathematical calculations.

Skill in establishing cooperative work relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and one (1) year of bookkeeping, clerical, cashiering and accounting experience.

PREFERRED QUALIFICATIONS:

- College level courses in Accounting, Business Administration or related subject.
- Customer service experience.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbents must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire

THE NAVAJO NATION

Class Code: 3261
Natural Resources and Parks Series
Parks Group
Overtime Code: Non-Exempt
Pay Grade: 56

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Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.